

15 Oct 03

MEMORANDUM FOR ALL PARTICIPATING AFROTC COMMANDERS, CAP WING
COMMANDERS, CAP-USAF REGION COMMANDERS, AND CAP OFFICERS

FROM: AFROTC/CC	National Commander, CAP	CAP-USAF/CC
551 E Maxwell Blvd	105 S Hansell St	105 S Hansell St
Maxwell AFB AL 36112	Maxwell AFB AL 36112	Maxwell AFB AL 36112

SUBJECT: FY04 AFROTC Flight Orientation Program

1. Attached is the FY04 Memorandum of Agreement (MOA) outlining administration and operations for the FY04 AFROTC Flight Orientation Program. We enjoyed a successful program during FY03. We appreciate all of your efforts that made this happen. The FY04 program will continue at a slightly higher level and with some administrative and payment changes. This year AFROTC will continue to allocate sorties on an "as flown" basis. AFROTC will allocate initial sorties for the first quarter (Oct – Dec 03) and then will allocate additional sorties as the initial allocation is expended. We expect each of you to regularly work with your program counterparts: AFROTC, CAP, and CAP-USAF Liaison Region Commanders; ROTC Detachment and CAP Wing Commanders. We all want this program to succeed. As always, your leadership and personal involvement is key.

2. If you have any questions pertaining to the FY04 program, please contact Capt Julio Ayala, HQ AFROTC/DOXS, (334) 953-7778, (reimbursements), Mr. Pete Kalisky, HQ CAP/DOS, (334) 953-4225 (CAP flight operations), Lt Col Randall Mathis, CAP-USAF/XO (CAP-USAF Flight Operations), (334) 953-7467 (USAF flight operations), and AETC/LGCQ, Ms. Maribeth Tyler, (210) 652-4274 (Grants Officer).

-- signed --

ALAN E. THOMPSON
Colonel, USAF
Commander, Air Force ROTC

-- signed --

RICHARD L. BOWLING
Major General, CAP
National Commander

-- signed --

GEORGE C. VOGT
Colonel, USAF
Commander, CAP-USAF

Attachment:
FY04 Memorandum of Agreement

cc:
CAP/CV/CS
HQ AFROTC/DO/DOX/DOXS
HQ CAP/EX/EXA/DO/DP
HQ CAP-USAF/CC/CV/XO
All AFROTC Region Commanders
All CAP Region Commanders
All CAP Wing Commanders

AFROTC Flight Orientation Program - Memorandum of Agreement
(FY 2004 Program)

REFERENCES:

AFOATSI 36-2012

10 USC 9444

10 USC 9442

AFI 10-2701

Air Force-CAP Cooperative Agreement (CA), dated Oct 00/Statement of Work, Oct 01

DoDGARS (Dept of Defense Grants and Agreements Regulation DoD 3210.6-R)

CAP Regulations (as applicable)

1. **INTENT** Air Force Reserve Officer Training Corps (AFROTC) provides orientation flights/flight training to AFROTC cadets in order to expose them to flying and flight activities as part of its Air Force mission IAW 10 USC 2110. AFROTC has determined that the use of CAP services under the Air Force – CAP Cooperative Agreement to provide orientation flights to its cadets would be in the best interest of the United States and an economical and efficient way to conduct its mission. The Secretary of the Air Force is authorized to use CAP for non-combat missions of the Air Force pursuant to 10 USC 9442(b)(1), paras 2.2.1 and 2.2.2 of the Cooperative Agreement. HQ CAP-USAF has been delegated the authority under AFI 10 – 2701, para 2.6.5 and para 2.2.1 of the Cooperative Agreement/Statement of Work, to coordinate and approve the use of CAP by other Air Force organizations and has determined that CAP possesses the capability to provide the requested services to AFROTC for FY 04 without adversely impacting other higher priority missions. CAP has accepted the assignment of this mission in its capacity as the United States Air Force Auxiliary under 10 USC 9442 to support the AFROTC orientation flight program in FY04.

2. **PURPOSE:** This MOA provides the general administrative and operational guidelines for Air Force Reserve Officer Training Corps (AFROTC) orientation flights assigned by the Air Force to Civil Air Patrol (CAP) during FY04. Support will be provided to AFROTC on a reimbursable basis pursuant to 10 USC 9444 under the Air Force – CAP Cooperative Agreement, subject to availability of funding. While this MOA provides general guidance on the administration and operation of the orientation flight activities for AFROTC, the mission is at all times subject to and governed by applicable federal laws, Air Force/DoD regulations and CAP regulations.

3. **MISSION.** The purpose of the mission is for CAP to conduct orientation flights for AFROTC cadets who are approved by AFROTC to participate in the flight activity.

4. **EXECUTION.**

a. Concept of Operations. The primary objective of the AFROTC Flight Orientation Program is to help provide a complete and well-rounded education in all aspects of the United States Air Force to AFROTC cadets. This is accomplished by exposing AFROTC cadets to flight operations and pilots of CAP serving in their role as the USAF Auxiliary. This interaction should benefit the USAF by providing motivational training and experience to America's youth and future leaders of the USAF.

b. Points of Contact for AFROTC Flight Orientation Program:

(1) Flight Activities: HQ AFROTC/DO and HQ CAP-USAF/XO.

(2) Flight Program Administrator: HQ AFROTC/DOX.

(3) AFROTC Detachment Flight Program Manager: AFROTC detachment commander.

(4) AFROTC Unit Flight Program Administrator: **Officer** appointed by detachment commander.

(5) CAP-USAF Flight Coordination POC for CAP Wing: CAP-USAF State Director

(6) CAP Wing Program Manager: CAP Wing Commander.

7) USAF Wing Program Advisor: CAP-USAF Liaison Region Commander.

c. Mission Priority and CAP-USAF Flight Coordination: Higher priority missions may preempt the AFROTC Flight Orientation Program (FOP) missions. To assure mission deconfliction and to inform CAP-USAF State Directors of FOP flight activities, the CAP Wing will notify the CAP-USAF State Director and confirm receipt of mission information prior to all AFROTC FOP missions. In the event the CAP-USAF State Director is unavailable, the CAP Wing shall contact the CAP-USAF Liaison Region for purposes of flight coordination.

d. AFROTC – CAP Wing Flight Coordination: The AFROTC detachment commander and the CAP wing commander must establish a working relationship to ensure successful implementation and execution of this program.

5. **ADMINISTRATION AND LOGISTICS.** The AFROTC Flight Orientation Program is open to all AFROTC cadets. The program does not apply, nor is it intended to apply to, Junior ROTC programs/activities. There will be a controlled number of positions in the Flight Orientation Program for each participating school. Cadets with a Federal Aviation Administration (FAA) private or commercial pilot certificate are ineligible for the Flight Orientation Program (cadets bearing student certificates are eligible for the Flight Orientation Program). Administration of the AFROTC Flight Orientation Program will be accomplished in accordance with (IAW) Annex A to this MOA. Administration of the Flight Orientation Program will be accomplished IAW Annex B to this MOA. Various program costs are contained in Annexes A and B to this Operating Instruction. Provisions in this MOA and attachments regarding Air Force operational/administrative oversight requirements for the program are subject to interim policy guidance issued by HQ CAP-USAF.

6. **COMMAND.** There is no official command relationship between the AFROTC detachment cadre and CAP.

ANNEXES:

Annex A CAP Organization/Membership
Annex B Flight Orientation Program

Annex A to AFROTC Flight Orientation Program - Memorandum of Agreement

Organization and Membership

1. **Organization.** AFROTC Detachments will not be considered CAP units but may participate in Air Force- assigned AFROTC cadet orientation sorties performed with CAP corporate aircraft and/or aircraft owned by CAP pilot flying the sortie only. CAP AFROTC cadet orientation pilots must satisfy the requirements of CAPR 60-1, section 3-4, para c (1). AFROTC cadet orientation sorties are the only type of flight activities authorized for AFROTC cadets by this MOA and no other CAP mission or activity shall be conducted in conjunction with these orientation sorties.

a. Unit Flight Program Administrator. The AFROTC detachment will appoint a cadre member (officer) to execute and administer the program for the Detachment Flight Program Manager. Cadre are not allowed to participate in the AFROTC-funded FOP.

b. Detachment Flight Program Manager. The AFROTC Detachment Commander will be responsible for the overall management of the AFROTC Flight Orientation Program. He/she will personally sign and provide a monthly Flight Orientation Summary to HQ AFROTC/DOXS.

2. **Membership Administration.** CAP membership is not required to participate in the AFROTC Flight Orientation Program. If an AFROTC cadet voluntarily elects to become a member of the Civil Air Patrol, he/she should be referred to their nearest CAP unit for membership information.

a. Training. These are strictly orientation flights. No training is required.

b. Uniforms. AFROTC cadets will wear their AFROTC uniforms or AFROTC flight suits, for flight orientations.

Annex B to AFROTC Flight Orientation Program - Memorandum of Agreement

Flight Orientation Program

1. **Flight Orientation Program.** The AFROTC detachment commander will select which cadets may participate in the AFROTC/ Flight Orientation Program (FOP). Detachment commanders will emphasize that this is **not** a pilot or navigator oriented program. It is intended for cadets entering all Air Force career fields. Being categorized as a pilot or navigator does not automatically mean an individual will be entered into the FOP. HQ AFROTC will determine the number of sorties each detachment will receive based on detachment sortie requests, available funds and the CAP Wing's ability to support the initiative. **It is imperative that AFROTC detachment commanders and CAP wing commanders communicate personally and each commit their support to the program.** History has shown that the program has the greatest success with this mutual commitment.

2. **Program Execution.** NLT 2 Sep 03, each unit will submit their sortie request for the quarter of October through December. HQ AFROTC/DOXS will make an initial sortie allocation based upon this initial request. Additional sorties will be allocated quarterly for Jan – Mar, and monthly thereafter, to individual units after those units fly their initial allocation—contact HQ AFROTC/DOXS to request additional sorties. HQ AFROTC/DOXS will allocate additional sorties based on a detachment's demonstrated execution of its current allocation and the availability of AFROTC funds. A detachment will not receive additional sorties until the detachment has flown all previously issued sorties. **Do not fly more sorties than your unit has been allocated**—contact HQ AFROTC/DOXS to have more sorties allocated to prevent this situation. The key to successful program execution is to construct a realistic plan factoring in school breaks; bad weather months, availability of cadets and CAP resources, etc. to ensure all flights are completed. Flying may begin on 1 Oct 03 and will end on 30 Jun 04.

3. **Safety.** Procedures for reporting ground or flying safety accident, incident, or mishap information involving AFROTC cadets while they are participating in the AFROTC FOP are as follows:

a. Report all FOP incidents involving serious injury or death (see CAPR 62-2, Attachment 1) immediately to the HQ CAP/CAP-USAF cell phone: 888-211-1812/334-224-2464 or safety officer at 334-953-5352/5400. CAP National Operations Center will notify HQ AFROTC.

b. Any incidents not requiring immediate chain of command notification should be reported to one of the above safety officers not later than the next duty day.

c. If any AFROTC cadets are injured during their participation in flight activities under this training/flight orientation program, claims for medical care and/or injury should be processed IAW the Federal Employees Compensation Act (FECA) 5 USC 8140. *See Also* 10 USC 2110. Cadets should contact their AFROTC chain of command and detachment for guidance on how to submit a claim.

4. **Flights.** The AFROTC unit program administrator will schedule AFROTC cadets for flights. All AFROTC cadets in the FOP are authorized to receive a maximum of eight flights (called sorties) during the cadet's academic career. The flight time should average approximately one hour per sortie. Each cadet may receive a maximum of four sorties in the right front seat and four sorties in an observer (rear seat) position. If HQ AFROTC allocated sorties do not allow for four front seat sorties for each cadet, the detachment commander determines the sortie ratio per cadet (example: 20 sorties and 10 cadets could be handled with two sorties per cadet or four sorties for five cadets or some other combination). Cadets are normally limited to a maximum of two flights per week unless the AFROTC detachment commander approves additional sorties. If possible, flights should be scheduled with both positions filled to maximize the aircraft's use. However, flights will not be canceled if only one cadet, or an odd number of cadets, is present. The front seat sorties must be flown in consecutive order according to the Orientation Flight

Syllabus at Attachment 2 to Annex B. Observer position flights do not have to be accomplished in any order or in accordance with a specific syllabus. Cadets are not restricted from flying on any other AFROTC orientation flights as long as there is no charge to AFROTC for the flight time and an “open” seat is available. AFROTC pays for front seat sorties only. Therefore, no sortie should be flown without an AFROTC cadet in the front seat. While flying AFROTC sorties on a CAP aircraft, each AFROTC cadet will wear an AFROTC uniform (i.e., blues or flight suit). If a cadet leaves the flight orientation program prior to completion of the allotted flight orientation hours, the unit program administrator may use those unused hours to fly additional cadets or turn them over to HQ AFROTC/DOXS for reallocation. The unit program administrator will notify CAP Wing of drops as soon as possible and the name(s) of any other cadet(s) added.

5. Flight Administration. AFROTC will reimburse CAP for the front seat flight hours and ferry time required to support the FOP. AFROTC agrees to reimburse CAP based on dry hourly rates and type of aircraft that have been pre-approved by CAP-USAF and listed in the chart in Attachment 7 to Annex B of this MOA. Additionally, AFROTC will reimburse CAP for actual expenses for fuel, oil, and lubricants (receipts required). To maximize orientation sorties, CAP wings should fly in the least expensive category aircraft feasible. Two-seat aircraft do not fit the program profile and will not be used. The following restrictions apply:

a. Flights should average as close to one hour as possible. Individual sortie times may vary and **FLIGHT TIMES ARE LOGGED AS FLOWN**, but every effort must be made to make a cadet’s sorties AVERAGE to one (1) hour each. Flight time includes taxi and run-up time.

b. AFROTC will reimburse costs for the reasonable and required ferry time to and from the orientation flight locations. The CAP Wing Commander must approve the ferry time in advance and determine, with the AFROTC Unit Flight Program Coordinator, that it is required and reasonable. Every effort must be made to keep ferry time to a minimum.

c. The flight orientation program will be accomplished IAW Attachment 1 to Annex B.

d. This mission will be flown in support of AFROTC as an Air Force assigned mission CAP will use the symbol "A6" indicating the mission is an Air Force-assigned reimbursable mission (plus any wing designated mission number, if applicable).

e. Payment(s) for the cadet flights will be processed as follows:

(1) AFROTC units will provide AFROTC cadets with AFROTC Flight Information Sheets (Attachment 4), one for each of their flights. For AFROTC cadets who are minors, a parental consent will be required to be signed prior to each orientation flight. The Flight Information Sheet will be completed after each flight. One half will be retained by the cadet and returned to the unit program administrator. The second half will be retained by the CAP pilot and submitted to the CAP Wing with the CAP Form 108 to facilitate sortie/flight hour reconciliation. The unit program administrator will log the flight on an AFROTC Orientation Flight Log (see Attachment 5) to help document cadet sorties.

(2) **Not later than the 10th calendar day of every month** the AFROTC unit will forward copies of all Flight Information Sheets (Attachment 4), the AFROTC Orientation Flight Log (Attachment 5), and a signed AFROTC FOS (Attachment 6) to the CAP Wing of their state. The original sheets and parental consents will be retained by the AFROTC detachments. **A report is required each month even if no orientation flights were flown.** In this case, forward a monthly summary indicating zero hours/sorties to the CAP Wing. AFROTC/DO may withdraw all unflown sorties from detachments who fail to provide a timely FOS by the 10th calendar day, suspending the flight orientation program for that detachment. Only the AFROTC/DO will determine when flying may continue for suspended detachments.

(3) Orientation pilots will complete a CAP Form 108 to obtain aircraft flight hour reimbursement per the instructions on the reverse of the form. The CAP Form 108 and the pilot's half of the Flight Information Sheets will be forwarded to the CAP Wing through the established CAP chain of command. The following exceptions to completing the CAP form 108 are specific for the phase of the AFROTC Flight Orientation Program:

- (a) Block 1: Write "A6" plus any wing assigned mission number.
 - (b) Block 2: Mark "Other" and write/type in "AFROTC."
 - (c) Block 5, Column E: Under "Hours Flown," report flight time based on the number of front seat AFROTC cadet sorties flown. "Ferry flight" time to pre- and post-position the aircraft should NOT be included in Column F.
 - (d) Block 5, Column K: Under "Misc Costs Claimed," report the ferry flight time expended to pre- and post-position the aircraft in support of the mission. Ferry time must be shown separately.
 - (e) Block 5, Column L: Submit claims based on the number of front seat cadet sorties flown (Column F), plus the ferry time (Column I), calculated at the currently approved hourly reimbursement rate shown on the AFROTC Flight Orientation Summary (Attachment 6).
- (4) The CAP Wing will use the data supplied by the CAP wing unit in the form of the orientation pilots' CAP Forms 108, cross-checked with data from the AFROTC unit, to verify a wing's monthly flight hour reimbursement. Any discrepancies will be quickly resolved by the CAP Wing. The CAP Wing will complete and either fax, mail, or E-mail each unit's reconciled and signed FOS (Attachment 6) to HQ AFROTC/DOXS at the addresses below.

HQ AFROTC/DOXS
551 EAST MAXWELL BLVD
MAXWELL AFB AL 36112-6106
Fax: Comm (334) 953-1013 DSN 493-1013
E-mail: julio.ayala@maxwell.af.mil and ronnie.evans@maxwell.af.mil

(5) HQ AFROTC/DOXS will review and consolidate all FOS' and forward to National Headquarters CAP/FM as a receiving report. NHQ CAP/FM will submit an SF 270, Request for Reimbursement, to the Grants Administration Office, DCMA Birmingham, IAW specific instructions in the Cooperative Agreement. AFROTC funds may only be used in support of the AFROTC flight orientation program. All unused funds on the CA will be returned to AFROTC via a formal bilateral decrease modification to CA.

(6) General Financial Matters: Monies for this program will be obligated through Cooperative Agreement (CA) F41689-00-2-0001 between the Air Force and the Civil Air Patrol. All terms and conditions of the CA apply to the financial administration of the program.

Attachments:

1. AFROTC Orientation Flight Guidance
2. AFROTC Orientation Flight Syllabus
3. AFROTC Orientation Flight Briefing Guide
4. AFROTC Flight Information Sheet Instructions with Sample Form
5. AFROTC Orientation Flight Log with Sample Form
6. AFROTC Flight Orientation Summary with Sample Form
7. Aircraft Flying Hour Payment Rates

Attachment 1 to Annex B - AFROTC Orientation Flight Guidance

Orientation flights for the AFROTC will be accomplished in accordance with the following guidance and the flight orientation syllabus in Attachment 2:

1. General. The AFROTC Flight Orientation Program is designed to introduce AFROTC cadets to flight operations in accordance with the statutory authority provided under 10 USC 2110. AFROTC cadets participate in actual flights in a powered aircraft and observe the associated planning and ground operations. The program is voluntary and primarily motivational and should stimulate the cadet's interest in and knowledge of aviation and aerospace activities. All participants must be primarily concerned with providing the safest possible environment for cadet orientation flights. The requirements of Federal Aviation Regulations apply to AFROTC cadet orientation flights. The provisions of all CAP regulations apply unless this MOA provides more specific and restrictive guidelines from the Air Force for the AFROTC FOP. CAP should not conduct any other business in conjunction with these flights.

2. Definition. A flight is classified as an orientation flight and credit can be gained for each flight only if the following criteria are met:

a. Each flight should conform to profiles described in this guidance and be consistent with safety, aircraft capability, and available resources. The requirements of the AFROTC cadet in the right front seat determine which mission/sortie profile will be used on each flight. AFROTC cadets must fly sortie profiles in the chronological order listed in the syllabus. The AFROTC cadet in the observer position (rear seat) may fly on any mission/sortie profile as required for the cadet in the right seat.

b. Except for take-off, landing, radar and traffic patterns, low level flying (below 1000 ft AGL for purposes of this MOA) and other critical phases of flight, cadets may be permitted to actually manipulate the controls on each flight. However, credit for an orientation flight is not dependent upon the actual manipulation of flight controls.

c. Without CAP/DO and CAP-USAF/XO or Liaison Region Commander approval, no more than three people may be aboard an aircraft during orientation flights: one orientation pilot in the front left seat, one AFROTC cadet in the right front seat, and one AFROTC cadet in an observer (rear seat) position. To the maximum extent possible, each individual should be on aircraft interphone with headphones to facilitate communications.

d. A scheduled flight will not be canceled due to "no-shows" or non-availability of a cadet to fill the observer (rear seat) position. In those cases, the orientation pilot and the right front seat cadet will complete the scheduled sortie. The orientation pilot will notify the CAP Wing of the no-show(s) as soon as possible after return. The CAP Wing will then notify the unit program administrator. The AFROTC unit flight program administrator will investigate the circumstances and take corrective action as necessary. Ferry time will be paid in the event of an unscheduled sortie cancellation.

e. Orientation flights for the purpose of the AFROTC FOP may not be conducted on opportune airlift missions, military orientation flights, rental aircraft, or two-seat aircraft. Only CAP corporate aircraft and/or aircraft owned by the CAP AFROTC cadet orientation pilot flying the sortie are permitted to be used for the FOP.

3. Preflight Briefing and Ground Operations. All cadets will obtain a ground briefing prior to flight IAW the briefing guide found at the end of the Orientation Flight Syllabus. Anytime a cadet enters or exits an aircraft the engine must be shut down.

4. AFROTC Cadet Orientation Pilots. Pilots will be qualified and selected in accordance with the same criteria outlined in Chapter 3 of CAPR 60-1 (300 hours Pilot-in-Command time in the category and class

of airplane is required and designated in writing). CAP wing commanders must ensure that all pilots supporting the AFROTC Flight Orientation Program realize that **SAFETY IS THE NUMBER ONE PRIORITY**.

5. Required Flight Conditions and Prohibited Maneuvers. Flight orientations may only be performed during daylight hours (official sunrise to official sunset) and when Visual Meteorological Conditions (VMC) exists. The following maneuvers are prohibited on all orientation flights: turns exceeding 30 degrees of bank, approach to stall, stalls, spins, all aerobatic maneuvers, unusual attitudes, and practice emergency procedures. Orientation pilots, regardless of the aeronautical rating of the pilot or the cadet, will occupy the left front seat during the orientation flight.

Attachment 2 to Annex B - AFROTC Orientation Flight Syllabus.

I. Flight No. 1 -- Preflight Inspection, Takeoff, and Landing. The pilot will perform the following duties:

a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss the basics of light aircraft aerodynamics. Using the appropriate aircraft checklist, demonstrate routing of preflight inspections, showing the cadet what is inspected, what to look for, and why.

b. Before Takeoff:

- (1) Using the checklist, show cadets how routine cockpit checks are made prior to takeoff.
- (2) Point out procedures in starting the engine and the safety precautions to be observed.
- (3) Describe the use of controls while taxiing and point out safety precautions to be observed.
- (4) Explain selection of runway and engine run-up.

c. In Flight:

(1) Point out familiar position and attitude of the aircraft in normal flight with various throttle and control positions.

(2) Point out familiar landmarks, prominent ground features, and position of airport with respect to surrounding community.

(3) Describe approach to traffic pattern, explain reasons for contact with control tower or transmissions on common air traffic frequency at uncontrolled fields. Call attention to correct procedure for entering traffic pattern, glide angle, normal landing, taxiing aircraft to parking area, and engine shutdown.

d. Post Flight: Answer questions pertaining to the flight and stress safety.

II. Flight No. 2 -- Normal Flight Maneuvers:

a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss Flight No. 1 as appropriate.

b. In Flight: The pilot will perform the following flight maneuvers at a minimum altitude of 2500 feet above ground level (AGL):

(1) Point out how aircraft will regain normal attitude "hands-off" from a shallow (not to exceed 5 degrees of pitch) climb or dive. Demonstrate use of trim controls.

(2) Point out how aircraft will maintain turn, with controls neutral.

(3) Demonstrate effects of drift and methods of corrections.

(4) Demonstrate coordinated and uncoordinated shallow turns.

- (5) Demonstrate straight and level flight, flying with visual reference to checkpoint and horizon.
- c. Post Flight: Answer questions pertaining to the flight and stress safety.

III. Flight No. 3 -- Use of Instruments In Flight:

- a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flight as appropriate.
- b. In Flight:
 - (1) Explain use and relationship between altimeter and the vertical velocity indicator.
 - (2) Demonstrate effect of shallow (not to exceed 5 degrees of pitch) dives and climbs on RPM (fixed pitch prop).
 - (3) Point out how altitude and airspeed are related.
 - (4) Demonstrate effect of turns on compass.
 - (5) Demonstrate uses of other instruments installed on aircraft.
- c. Post Flight: Answer questions pertaining to flights and stress safety.

IV. Flight No. 4 -- Navigation:

- a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flights as appropriate.
 - (1) Explain use of basic navigation instruments (e.g.: altimeter, airspeed indicator, compass).
 - (2) Explain use of pilotage and dead reckoning.
 - (3) Assist the cadet in planning a 30-minute flight using pilotage or dead reckoning.
 - (4) Demonstrate preflight weather briefing and its importance.
 - (5) Assist the cadet in making and filing a flight plan.
 - (6) Chart course, using pilotage or dead reckoning navigational procedures; plan estimated time of arrival (ETA).
- b. In Flight:
 - (1) Assist cadet in navigating.
 - (2) Show cadet desirable checkpoints along routes.

- c. Post Flight: Answer questions pertaining to flight and stress safety.
- Attachment 3 to Annex B - AFROTC Orientation Flight Briefing Guide.**

AFROTC FLIGHT ORIENTATION BRIEFING GUIDE

GENERAL

- Safety (ground/ramp; flight)
- Mission objectives, requirements, and checklist use.
- Mission overview.
- Weather, airfield status, and alternate field.

MISSION PROFILE

- Preflight responsibilities.
- Departure.
- Specific maneuvering area.
- Clearing (possible conflict with other aircraft).
- Mission profile maneuvers.
- Recovery (routing, altitudes, and airspeeds).
- Physically and mentally ready to fly.

CREW COORDINATION

- Transfer of aircraft control (with and without intercom).
- Clearing.
- In-flight checks.
- Radio procedures.

EMERGENCY PROCEDURES

- General responsibilities during emergencies.
- Emergency ground egress.
- Takeoff and landing emergencies & Bird strike.
- Intercom failure.

QUESTIONS

Attachment 4 to Annex B - AFROTC Flight Information Sheet Instructions (with sample form).

Form Instructions. The AFROTC Flight Information Sheet is designed as a duplicate form (top half = bottom half). The AFROTC unit program administrator will complete lines 1, 2 (except date), and 3 and provide the sheet(s) to the cadet prior to the flight(s). The CAP mission pilot flying the orientation flight will fill in the date and complete lines 4 and 5 after each sortie. The pilot is certifying hours flown, type sortie, type aircraft, and tail number. The pilot is not certifying flight orientation program progression of the AFROTC cadet. This form should be completed for each mission for both front and observer position flights. As a minimum, the AFROTC cadet must return one half of the Flight Information Sheet to the unit program administrator for each sortie flown. The orientation pilot will retain the second half of the Flight Information Sheet and submit it with the CAP Form 108. The unit program administrator and CAP Wing may utilize the Flight Information Sheet as best suits their needs. The purpose of this form is to allow AFROTC to track the number and duration of flights each cadet in the Flight Orientation Program receives under the AFROTC Flight Orientation Program.

- a. Line 1 is the cadet's institution and detachment number.
- b. Line 2 is the cadet's name and date of the flight.
- c. Line 3 is the number of the front position or observer position sortie flown (circle appropriate number).
- d. Line 4 is the pilot's signature and the duration of the flight.
- e. Line 5 is the ownership of the aircraft (CAP corporate or member-owned), aircraft type (C-172, C-182RG, PA-28-235; include engine HP whenever possible) and aircraft tail number. Check those items that apply.
- f. Line 6 is used for local (optional) assignment of a mission number to assist mission tracking.

AFROTC Flight Information Sheet

AFROTC/ Flight Orientation Information	
Institution: _____	Det: _____
Cadet: _____	Date: _____
Front Sortie#: 1 2 3 4	Observer Sortie #: 1 2 3 4
Front Seat Sortie Hours: _____	Back Seat Sortie Hours: _____
Aircraft: CAP__ Member__	A/C Type _____ Tail Number _____
Mission Number (optional/local use) _____	
Pilot's Signature: _____	

AFROTC **cadet returns** this form to the AFROTC Unit Flight Program Administrator

Note: Pilot must verify accuracy and sign both forms

Note: Pilot must verify accuracy and sign both forms

AFROTC/ Flight Orientation Information	
Institution: _____	Det: _____
Cadet: _____	Date: _____
Front Sortie#: 1 2 3 4	Observer Sortie #: 1 2 3 4
Front Seat Hours: _____	Back Seat Hours Flown: _____
Aircraft: CAP__ Member__	A/C Type _____ Tail Number _____
Mission Number (optional/local use) _____	
Pilot's Signature: _____	

CAP orientation **pilot submits** this form with CAP Form 108

Attachment 5 to Annex B – AFROTC Orientation Flight Log (with sample form).

Form Instructions. The purpose of the AFROTC Orientation Flight Log is to validate the flying hours allocated to the AFROTC program and to cross check the CAP flying hour invoices. It should be used by the AFROTC unit flight program administrator and the CAP Wing on a monthly basis to track AFROTC cadet sortie accomplishment. Alternate reporting formats of the same information are authorized to forward the information to the CAP Wing. The AFROTC unit flight program administrator and the CAP Wing are encouraged to frequently compare their progressive monthly recording of sorties and hours. The AFROTC unit flight program administrator will forward a copy of the Orientation Flight Log to the CAP Wing not later than the 10th calendar day of the following month. Differences should be reconciled telephonically (with hard copy to follow) so that the CAP Wing can forward the summaries as soon as possible.

AFROTC ORIENTATION FLIGHT LOG						
TO: ① CAP Wing		FROM (AFROTC Det and Institution): ②			DATE: <u>Month</u> <u>Year</u> ③	
	Front Position Sorties			Observer Position Sorties		
NAME	#1	#2	#3	#1	#2	#3
④ Aviator, Ace	⑤	1.0/172M			0.9/182C	
	⑥	14 Jan			20 Jan	
	⑦	Jones			Smith	
Aileron, Alice			0.9/182C		1.0/172M	
			20 Jan		14 Jan	
			Smith		Jones	

Date Reviewed: ⑧	I certify that orientation flights were provided by Civil Air Patrol as indicated above. ⑨ Signature of AFROTC unit program administrator:
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AFROTC Orientation Flight Log (Sep 03)

- a. Block 1 is the appropriate CAP Wing.
- b. Block 2 is the appropriate AFROTC detachment (detachment and institution name)
- c. Block 3 is the date of the reporting period (e.g. 1-31 January 02).
- d. Block 4 is the name of the cadet who received the orientation flight.
- e. Block 5 is the duration of the flight in hours/type aircraft (e.g.: 1.0/172M - M=member owned, C=corporate owned).
- f. Block 6 is the date of the flight.
- g. Block 7 is name of the pilot who flew the sortie.
- h. Block 8 the date the form is reviewed.
- i. Block 9 is the signature block and signature of the AFROTC unit flight program administrator certifying the flights flown by the CAP Wing.

AFROTC ORIENTATION FLIGHT LOG

TO: _____CAP Wing		FROM (AFROTC Det and Institution):				DATE: <u>Month</u> <u>Year</u>			
	Front Position Sorties				Observer Position Sorties				
NAME	#1	#2	#3	#4	#1	#2	#3	#4	

Attachment 6 to Annex B - AFROTC Flight Orientation Summary (with sample form).

Form Instructions. The AFROTC Flight Orientation Summary (FOS) will be used to track the progress of the FOP, monitor ferry time, and provide a feedback mechanism for the program.

The AFROTC unit flight program administrator will accomplish Part I and columns A and B of Part II of the AFROTC FOS and the AFROTC unit flight program manager will sign the FOS and forward the form to the CAP Wing, via E-mail or FAX. The "Report for:" block will reflect the time period covered (i.e.; 1-31 Jan 02).

Cancellations: Sorties are not considered scheduled until both the AFROTC unit and the CAP agree to the time and date of the sorties. If the agreed upon sorties do not occur, then the AFROTC unit flight program administrator (coordinating with the CAP Wing) will enter the number of sorties canceled in the space after the appropriate reason. Explanations for the four cancellation reasons are: "Weather" - self-explanatory; "Maintenance" - mechanical/maintenance problem with the aircraft; "CAP" - CAP personnel failed to show; "AFROTC" - AFROTC personnel failed to show. Explain the cancellation reason in the comment section. These cancellations are for the reported month and are not cumulative. HQ AFROTC will track the cancellations and causes for an annual analysis.

The CAP Wing will complete the remaining items in Part II and fill out Part III of the FOS for **all** AFROTC units supported by the wing for that month. The CAP Wing will then forward the signed FOS for each AFROTC unit to HQ AFROTC/DOXS **not later than the 20th calendar day of the month following the reporting month.**

AFROTC FLIGHT ORIENTATION SUMMARY

I. AFROTC DETACHMENT UNIT ADVISOR						REPORT FOR: Month Fiscal <div style="text-align: center;">Nov</div> Year <div style="text-align: center;">2004</div>							
NAME (LAST, FIRST, MI) AND RANK: AYALA, JULIO C., Captain						DETACHMENT AND UNIVERSITY: 756 – University of Puerto Rico - Mayaguez							
TELEPHONE NUMBERS/ DSN: None						COMM: (787) 832-4040				FAX: (787) 832-9999			
Total FY Front Seat Orientation Sorties			Total Front Seat Orientation Sorties			AS100 __5__		AS300 __1__					
Allocated To Date: __20__			Completed To Date: __10__			AS200 __3__		AS400 __1__					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Monthly Front Seat Sorties Flown	7	3											
Monthly Cancellations: Weather __1__ Maintenance __1__ CAP _____ AFROTC __1__ COMMENTS/FEEDBACK: Heavy rain cancelled last flight Aircraft oil light came on Cadet did not show													
UNIT ADVISOR SIGNATURE: <i>Julio C. Ayala</i>								DATE: 3 Dec 03					

II. AFROTC DETACHMENT (Columns A+B) and CAP WING (Columns C through H)

	A	B	C	D	E	F	G	H
Aircraft	Orient. Sorties	Orient. Hours	Ferry Time	Total Time (B+C)	Maint. Rate	Maint. Cost (DxE)	Fuel and Oil Cost	Total Cost (F+G)
Type 2 - Corporate Owned	2	2.1			\$30.00			
Type 2 - Member Owned					\$40.00			
Type 3 - Corporate Owned	1	1.1			\$32.00			
Type 3 - Member Owned					\$42.00			
Type 4 - Corporate Owned					\$42.00			
Type 4 - Member Owned					\$52.00			
Total for Month:	3	3.2						
Total Yr. to Date:	10	9.9						

III. CAP WING

NAME (LAST, FIRST MI) AND RANK:					STATE:				
					DESIGNATED CAP WING REP				
TELEPHONE NUMBERS/ DSN:					COMM:				
					FAX				
COMMENTS/FEEDBACK									
DESIGNATED CAP WING REP SIGNATURE:					DATE:				

AFROTC FLIGHT ORIENTATION SUMMARY (Sep 03)

AIRCRAFT FLYING HOUR PAYMENT RATES

HOURLY REIMBURSEMENT RATE BY AIRCRAFT TYPE					
Type 1	Type 2	Type 3	Type 4	Type 5	Type 6
Not Authorized	\$30	\$32	\$42	Not Authorized	Not Authorized
	C172 150-180HP C175 C177/C170 T41 150-180HP Cutlass PA11-18 PA22 125/150HP PA24-180 PA28 140-181HP AA5A/B BE19/23 Citabria 150 HP 7KCAB Kachina Maule M20 180 HP Musketeer Scout Sport Sundowner Tobago	C182/C180 C172XP C177RG Bonanza 225-260 Lake LA 4 Maule (M-5-235) Meyers 200 A/B/C Mooney 201-252 M20 200HP Sierra PA28-200/201 PA32-260 PA 24-250 PA 28-235 Rockwell 112/114 Navion A T34 225HP T41 210HP BE 33 C172RG Cutlass PA-28R-180 Maule (M-5-210)	C210 C182RG T182 C185 U206 T210 Navion B/G/H PA24-400 Meyers 200D T34 285HP PA32R-300 PA32-301 Bonanza 285 Bonanza A36 BE35 Bonanza A35 C182-265 T182		

Notes:

1. Reimbursement rates have been established so as to encourage the use of economical, mission capable aircraft.
2. Aircraft fuel and lubricants payments are authorized for participation in Air Force assigned reimbursable missions and are not included in the above rates.
3. These rates apply to corporate-owned aircraft. Member-owned aircraft add \$10 per hour for maintenance for types 1, 2, 3, and 4 and \$20 per hour for types 5, and 6 (type 1, 5, and 6 not authorized for the AFROTC/CAP program).
4. Alaska and Hawaii will increase these aircraft rates by 15% to offset the higher operating cost in these areas.
5. To properly figure the reimbursement authorized, multiply the total number of hours flown times the rate allowed for the classification in which the aircraft properly resides. If an aircraft is not listed in any of the categories, contact HQ CAP/DOP at (334) 953-4225.
6. HQ CAP/DO reviews these rates annually.
7. This chart was adapted from CAPR 173-3 for the AFROTC flight orientation program.

Attachment 7 to Annex B